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3	.l Information Requirements Analysis	х		10	·	11 Feb 70	·	25 Feb 70			
	A. Prepare Form 3178A - Conditional Control Matrix Sheet			1 1							25X1A
	B. Prepare Form 3178B - Conditional Control Memo Sheet			1	-		·				
	C. Coordinate with other Group Leaders in the preparation of above forms			1							
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. !	3.2 Forms Analysis	х		13		26 Feb 70		12 Mar 70			
- :	A. Determine the feasibility of incorporating Form 261, Form 1023 and the Block Delete Form into one multi-purpose form.										25X1A
	B. Design a preliminary version of th new Staffing Authorization Form.				l L°					·	
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3.3 File Analysis	x		15	13 Mar 70		29 Mar	,		
A. Design preliminary file layout			1						25X1A
B. Prepare Form 3178 (Field Reference Control Sheet)	9		1						•
C. Prepare Form 2968 - Record Format Description					·				
D. Prepare list of data items that have been added and deleted and reasons.			1						
			1						
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3.4 Reports Analysis	x		30		30 Mar		17 Apr			
			i	l	70		70			
A. Prepare a matrix of the 59			1			1		Į.		
reports assigned to the Staffing			ļ							25X1A
<pre>project and all the data items within the reports to determine</pre>				ı				ļ		
multiple occurrences of data			1						<u>.</u>	
items.			i							
D. Dotormino the formibility of			1						]	
B. Determine the feasibility of incorporating several reports			;							
into one.			ı	1						
C. Analyze the 59 reports assigned			1							•
to the Staffing Project and			1	1						
<pre>coordinate with the Office of Personnel to determine what</pre>										
modifications, if any, are			1	- 1						
necessary.			1		·	5	٠.			
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TASK DEFINITION	SA P	COMPI ESTM		SCHED.	ACT.	SCHED.	ACT.	RESPONSI- BILITY	ASSIGNEI PERSONNE
3.5 Conversion Plan Analysis		16		20 Apr 70		29 Apr 70			
Organize a conversion plan to convert data from the old system to the new system.									25X1A
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3.6 Preliminary and Alternative Design Recommendation			46	30 Apr 70		l June 70			
A. Investigate micro-film and micro-fiche systems to determine feasibility of archiving the Position Control Register.  3. Prepare preliminary and alternative			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						25X1A
3. Prepare preliminary and alternative design recommendation.							·		
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